

Sample Review Agenda

DAY ONE

8:30am – 9:00am	In-briefing with Supervising Judge and Director	(Judge's office) (Reviewers 1&2)
9:00am – 11:00am	Review of Program Management with Director	(Program office) (Reviewer 2)
9:00am – 9:30am	Interview with Prosecutor—Joe Smith	(Pros Office) (Reviewer 1)
9:30am – 10:00am	Interview with Probation—Sue Stillwell (CPO)	(Probation office) (Reviewer 1)
10:00am – 10:30am	Interview with Clerk—Margaret Jones	(Clerk's office) (Reviewer 1)
10:30am – 11:00am	Interview with Auditor—Jerry Johnson	(Auditor's office) (Reviewer 1)
11:00am – 11:30am	Interview with Public Defender—Steve Nice	(PD office) (Reviewer 1)
11:00am – 11:30am	Interview with Treatment Provider—XYZ Center	(Program Office) (Reviewer 2)
12:00pm – 1:00pm	Lunch	
1:00pm – 3:00pm	Clinical Review with Staff	(Program office) (Reviewer 2)
1:00pm – 3:00pm	Personnel Records Review	(Program Office) (Reviewer 1)
3:30pm – 4:00pm	Update Program Director	(Program office) (Reviewers 1&2)

DAY TWO

8:30am – 9:30am	Meet with Director—follow-up questions	(Program office) (Reviewer 2)
12:00pm – 1:00pm	Lunch Out-brief with Judge and Director	